

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
North Central Region

PROCEDURE FOR THE OPERATION OF COUNTY
ASSOCIATIONS SECTION OF THE STATE OFFICE

NCR-State 403, issued September 15, 1939, is hereby amended as follows:

1. Part III, Section A,1,a, is amended by adding the title, "Educational Assistant".

2. Part III, Section A,2, is amended by adding the following at the end thereof; Payment for travel under the title, "Educational Assistant" shall be optional with the State committee. Payment for travel under the above title shall be limited to travel within the county.

3. Part VII, Section B, is hereby amended to read as follows:

B. Form NCR-432, Summary of County Agricultural Conservation Association Expenses.

1. Purpose.-- This form will be used for making monthly reports to the North Central Division showing the amount of the expenses of each association by titles and objective classification. This report will also serve to show the total of collections made by each association, the amount transmitted to the Commodity Credit Corporation by each association and the monthly distribution by programs of the expenses of each association.

2. Preparation of Form.--(a) Number of Copies.-- Upon completion of the certification and scheduling of form ACP-8 for all counties for the month, the County Associations Section shall prepare form NCR-432, Summary of County Agricultural Conservation Association Expenses, in duplicate, forward the original to the North Central Division and retain the copy in the State office.

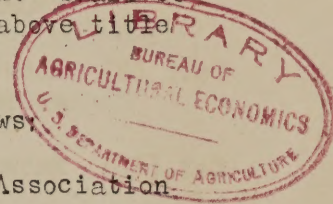
(b) Entries.-- Entries in columns (2) through (15) should be obtained from column (h) of form NCR-County No. 15. Entries in columns (16) through (19) should be obtained from column (i) of form NCR-County No. 14. (Corrections should have been made on forms NCR-County No. 14 and NCR-County No. 15 for all items on forms ACP-9 and ACP-10 which were corrected in red ink before the related form ACP-8 was certified).

Enter in the spaces provided therefor in the heading of the form the name of the State and the month covered by the report. Make entries in the body of the form as follows:

Col. (1) Enter the name of the county.

Col. (2) Enter the amount paid to county committeemen for personal services.

Col. (3) Enter the amount paid to community committeemen for personal services.



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- Col. (4) Enter the amount paid to the Secretary for personal services. In the event that one person serves as secretary-treasurer, bracket columns (4) and (5) and enter the amount paid to the secretary-treasurer for personal services in column (5).
- Col. (5) Enter the amount paid to the treasurer for personal services.
- Col. (6) Enter the amount paid to the chief clerk for personal services.
- Col. (7) Enter the amount paid to office assistants for personal services.
- Col. (8) Enter the amount paid to county performance supervisors and farm reporters for personal services.
- Col. (9) Enter the amount paid to chiefs of party-farm reporter ground control and farm reporter ground control for personal services.
- Col. (10) Enter the amount paid to range personnel for personal services.
- Col. (11) Enter the amount paid to Commodity Loan supervisors, Commodity Loan inspectors and corn storage laborers.
- Col. (12) Enter the amount paid Crop Insurance representatives and Crop Insurance adjusters.
- Col. (13) Available for entry of amount paid for personal services for titles not shown, such as "Educational Assistant". Enter title in heading of column if entries for amounts are made in the column.
- Col. (14) Enter total paid for personal services.
- Col. (15) Enter total paid for travel.
- Col. (16) Enter the amount paid for office rental.
- Col. (17) Enter the sum of the amounts paid for equipment purchase, equipment service contracts, and equipment rental. In general this group will include items purchased which are durable, that is, items used over a period of time without need of replacement.
- Col. (18) Enter the sum of the amounts paid for supplies and miscellaneous items. In general this group will include items not listed in column (17) - (articles which are generally consumed as used.)
- Col. (19) Enter the amount transmitted to the Commodity Credit Corporation. In case all transmittals pertain to only one commodity program, enter the name of the commodity in the heading of column (19). In case the entries pertain to both the corn loan and the wheat loan programs, each separate entry should be prefixed by the letters C or W respectively, depending on whether the entry pertains to the corn loan or the wheat loan program. In case transmittals have been made in connection with both the corn loan program and the wheat loan program during one month by an association, two separate

entries shall be made in column (19). The amount transmitted in connection with the corn loan program to be preceded by the letter C and the amount transmitted in connection with the wheat program to be preceded by the letter W.

Col. (20) Available for entry of amounts paid for titles not shown. Enter title in heading of column if entries for amounts are made in the column.

Col. (21) Enter the amount of form ACP-9 as approved. This total should agree with total entries for the county in columns (14) through (20) inclusive.

Col. (22) Enter the accumulative total of the approved forms ACP-9, beginning with January 1, 1940, and including the current report.

Col. (23) Enter the amount of form ACP-8 as approved. Obtain this entry from line 9 of forms ACP-8 as approved. Every reference in these instructions extends to forms ACP-37 in cases where such form has been prepared.

Col. (24) Enter amount of collections reported on line 1(c) of forms ACP-8 for the month.

Col. (25) Enter the amount of total expenses pertaining to each through program under the respective column heading. The sum of Col. (32) the entries in columns (25) through (32) should equal the entry in column (21). Obtain the entries for columns (25) through (32) from column (d) of form NCR-County No. 7. The amount of transmittals to the Commodity Credit Corporation in connection with the corn loan program should be included in column (26). The amount of transmittals to the Commodity Credit Corporation in connection with the wheat loan program should be included in column (27).

Total the amounts entered in the individual columns and make the necessary entry at the foot of each column.

2. NCR-State 403, is amended by adding at the end thereof the following new part X:

PART X. AUDIT OF FORM CORN LOAN 4 BY THE COUNTY ASSOCIATIONS SECTION

Form Corn Loan 4 when received in the County Associations Section of the State office shall be audited as follows:

1. Verify each entry in column (k) by multiplying the corresponding entry in column (g) by one cent.
2. Verify the totals shown in columns (g) and (k) on line (1).

3. Check the entries in columns (g) and (k) on line (3) against the corresponding entries shown on the form Corn Loan 4 for the previous month.
4. The entry in column (g) on line (4) should equal the sum of the entries in column (g) on lines (1) and (3).
5. The entry in column (k) on line (4) should equal the sum of the entries in column (k) on lines (1), (2), and (3).

The amount shown under "Miscellaneous" on form ACP-9 for service fees transmitted to the Commodity Credit Corporation should equal fifty percent of the sum of the amounts shown in column (k) on lines (1) and (2) of form Corn Loan 4.

3. NCR-State 403 is amended by adding at the end thereof the following new part XI.

PART XI. PROCEDURE FOR AUDITING FISCAL RECORDS OF THE COUNTY
ASSOCIATION "CORN ACCOUNT"

The auditors designated by the State committee to audit the fiscal records and accounts of the county agricultural conservation associations shall also audit the fiscal records of the associations' "Corn Accounts".

Corn Accounts must be audited whenever there is a change in the office of treasurer of the county committee. The Corn Accounts should also be audited as soon as possible upon completion of "weighing out" of all the Commodity Credit Corporation corn that has been stored in steel bins in the county. In heavy storage counties the audit should be made at such intervals as the State committee deems advisable.

Records and Forms to be Audited

In making an audit of the association's "Corn Account" the auditor will call for the following records:

1. Forms NCR-County No. 20, "Collections - Corn Account" and NCR-County No. 20A, "Disbursements - Corn Account".
2. Bin No. _____ Folders, which should contain the following material applicable to the sale:
 - (a) Form 39-Corn Loan 23 (signed copy)
 - (b) Telegraphic "Request for Price" (copy)
 - (c) Telegraphic "Reply by Commodity Credit Corporation" (original)
 - (d) "Confirmation and Receipt to Purchaser" (signed copy)
 - (e) Telegraphic "Acceptance of Offer" (signed copy)
 - (f) Letter of Confirmation from Commodity Credit Corporation (original)
 - (g) Receipt for "Balance of Advance Estimated Purchase Price" (signed copy)
 - (h) Receipt for "Additional Payment After Weighing" (signed copy)
 - (i) "Receipt from Purchaser for Refund" (original)
 - (j) Statement to Commodity Credit Corporation for handling charges on corn sold direct by the Corporation (signed copy)
 - (k) All correspondence and forms pertaining to the sale.

3. Statements and Receipts Folders, which should contain:

- (a) Statements.
- (b) Forms ACP-12, Receipts.

4. Bank Records Folders, which should contain:

- (a) Bank Reconciliation - Corn Account (original)
- (b) Monthly bank statements
- (c) Bank deposit slips
- (d) Cancelled checks.

AUDIT OF CORN ACCOUNT RECORDS

Form NCR-County No. 20, Collections - Corn Account

1. Check the bin numbers in column (2) against the bin numbers shown in line (1) of forms 39-Corn Loan 23, and on the Statements to the Commodity Credit Corporation. Place a red check mark after each entry checked in column (2).
2. Check the total of column (5) against the total of lines (6), (7), and (9) on all forms 39-Corn Loan 23.
3. Check the total of column (6) against the total amount of checks received as shown on all Statements to the Commodity Credit Corporation for handling charges in connection with direct sales by the Corporation.
4. Check the total of column (5) plus the total of column (6) against the total bank deposits as shown by the deposit slips.

Form NCR-County No. 20A, Disbursements - Corn Account

1. Compare the date, check number, payee, and amount of each cancelled check with the corresponding entries on form NCR-County No. 20A.
2. Where there are entries in columns (5) or (6), check the bin number(s) in column (4) against the entries in line (1) of form 39-Corn Loan 23.
3. Check the total of column (5) against the total of line (15) on all forms 39-Corn Loan 23.
4. Check the total of column (6) against the total of line (10) on all forms 39-Corn Loan 23.
5. Check the total of column (7) against the total of all paid statements and against the total of all forms ACP-12, Receipt. Check each statement to determine if it bears the written approval of a member of the county committee.
6. When it is desired to make a transfer of fees to the regular association account, the amount to be transferred shall be the difference between

total collections and total disbursements if checks have been issued for all obligations to the Commodity Credit Corporation, to purchasers for refunds, and to all other persons or firms having a claim against the Corn Account of the county committee. If an obligation to any of these persons or firms exists, the amount of the transfer shall be determined by adding the total amount of these obligations to the total disbursements and subtracting the result from the total collections.

7. When the sale of corn from steel bins has been completed, verify the total of column (8) by determining that the total of columns (7) and (8) equals the total of line (14) of all forms 39-Corn Loan 23.

When the total of any column on forms NCR-County No. 20 and NCR-County No. 20A fails to check with the related total of another form as provided for in the above procedure, it will be necessary to check the individual entries to discover the error.

39-Corn Loan No. 23.

1. Check the bin number entries in line (1) against the letter of confirmation received from the Commodity Credit Corporation.
2. Check the date and amount entries in lines (6), (7), (9), and (10) against the dates and amounts shown on the applicable receipts.
3. Determine that all necessary entries have been made on this form and that it has been certified by a member of the county committee.

Bank Reconciliation

Proceed as follows to reconcile the collections and disbursements of the Corn Account shown on forms NCR-County No. 20 and NCR-County No. 20A with the bank balance shown on the last bank statement received.

1. Subtract the total disbursements shown on form NCR-County No. 20A from the total collections as shown on form NCR-County No. 20.
2. To the bank balance as shown on the bank statement

Add

- (a) Deposits not shown on bank statement
- (b) Money on hand not deposited
- (c) Bank service charges deducted by the bank or any other charges made against the bank account for which the association has not made a corresponding entry on form NCR-County No. 20A.

Subtract

- (a) All checks not presented to the bank for payment.
3. The amount obtained under item (1) above should equal the amount obtained under item (2) above.

4. Prepare and sign the bank reconciliation statement in duplicate. The original copy shall be attached to the "Auditor's Report of Fiscal Records and Accounts - Corn Account" and shall be filed in the County Associations Section of the State office and the second copy shall be filed in the "Bank Records" folder of the county association office.

AUDITOR'S REPORT OF FISCAL RECORDS AND ACCOUNTS

In _____ County _____
(State)

Comment on the following practices followed by the treasurer of the county association.

1. Are funds collected deposited promptly?
2. Are records pertaining to the "Corn Account" maintained in the association office?
3. Are the file records complete and maintained according to instructions?
4. Are there any steps in the "Corn Account" procedure with which the association is having especial difficulty?
5. Suggested improvements in maintaining the records of the association's "Corn Account"

List and give full information regarding discrepancies found.

Enter below in the spaces provided, the date of transfer, the form ACP-8 on which the transfer is shown as a collection, and the amount of the transfer from the "Corn Account" (Col. 8, form NCR-County No. 20A) to the regular association account as follows:

Date of transfer _____ shown (or will be shown) on form ACP-8 No. _____ Amt. \$ _____

I hereby certify that I have examined the fiscal records of the _____ County, _____ State Agricultural Conservation Association's "Corn Account" according to instructions, for the period _____ to _____, and have found such records free from irregularities except as shown on this report.

Date _____ (Auditor)

(This form to be prepared in duplicate. Forward the original to the State office and retain a signed copy in the association's "Corn Account" files).

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